



Emergency Response: 2021 Wildfire Season

Template & Checklists:
Planning for disaster during COVID-19 pandemic

Prepared by Aon Property Risk Consulting

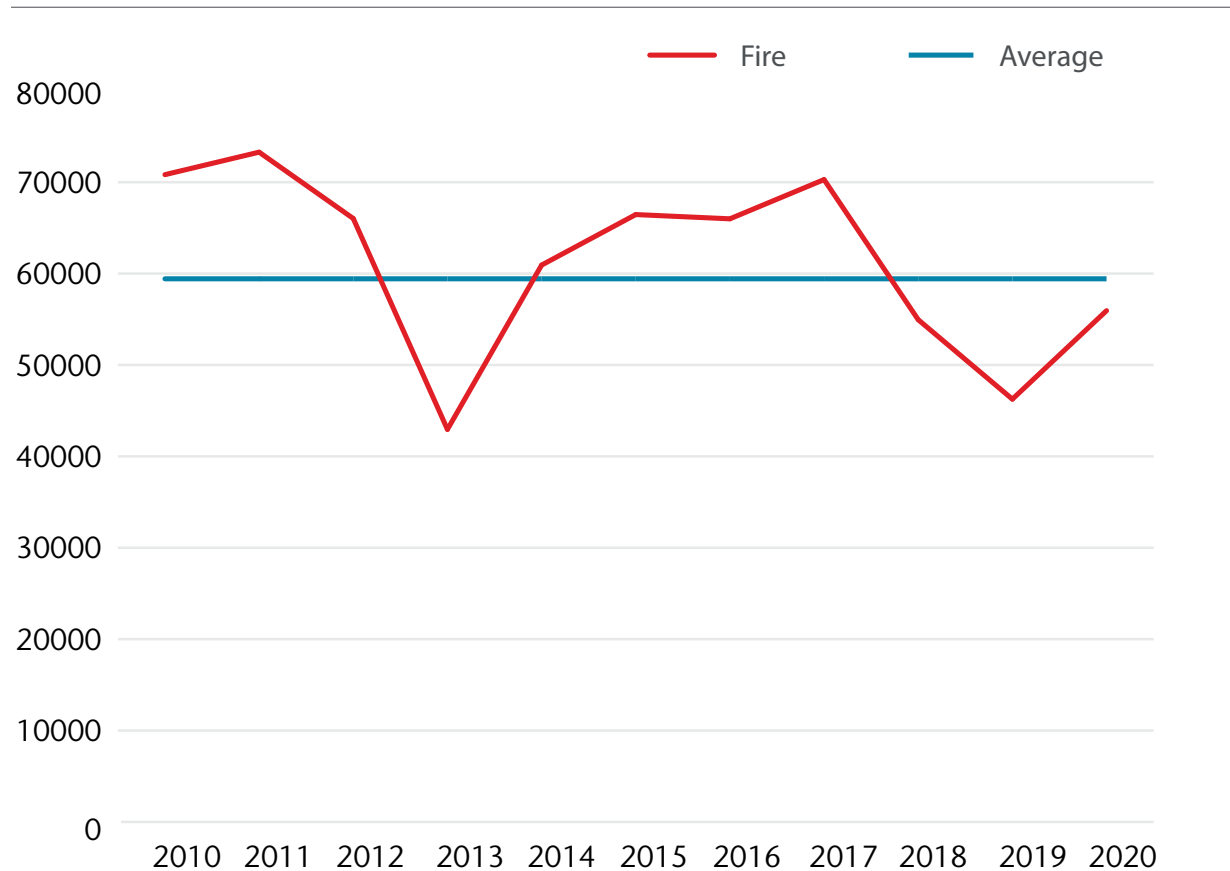


Introduction

In the past few years there has been an apparent increase in the number of recorded wildfires occurring across the U.S. and their economic consequences. Indeed, during 2020 there were 59,000 wildfires, compared with 50,500 wildfires during the same time period in 2019, resulting in more than double the amount of acreage burned. Additionally, there were 17,904 structures damaged due to wildfires in 2020 compared to 963 structures damaged in 2019 - again, nearly double the destruction in 2020 compared to 2019.

Somewhat surprisingly, statistics (see chart below) compiled by the National Interagency Fire Center, indicate that in the past two years the number of wildfires actually has been lower than annual average for the past decade. (Note: The chart displays the number of wildfires in the U.S. for the past 10 years.)

Number of Fires (past 10 years)



The U.S. Department of Interior finds people cause as many as 90% of all wildfires, which are increasingly encroaching on both commercial and residential areas. The impacts of these events may be driving the perception that the number of fires is on the rise. In addition, the Insurance Information Institute reports the cost of the fires has been increasing; of the 10 costliest fires, half occurred in the past three years:

Top 10 Costliest Wildland Fires In The United States ¹

Rank	Year	Name	Estimated Insured Loss In Millions	
			\$ when occurred	In 2020 \$ ²
1	2018	Camp Fire	\$10,000	\$10,380
2	2017	Tubbs Fire	8,700	9,230
3	2018	Woolsey Fire	4,200	4,360
4	1991	Oakland Fire (Tunnel)	1,700	3,240
5	2017	Atlas Fire	3,000	3,180
6	2020	Glass Fire	2,900	2,900
7	2020	CZU Lightning Complex Fire	2,430	2,430
8	2017	Thomas Fire	2,250	2,390
9	2017	Witch Fire	1,600	2,000
10	2020	LNU Lightning Complex Fire	1,980	1,980

Drawing from established best practices, the manner in which companies and organizations should prepare for and respond to such incidents depends on many factors, including: the nature of the precipitating event; proximity of wildfire to the business location; and type of business and operations.

The current COVID-19 pandemic is presenting new challenges for fire fighters. Historically, in the event of a large fire, crews have come from other areas to help contain the fire. There may be fewer fire fighters willing to go to areas now classed as COVID-19 hotspots to help with tackling the fire. Furthermore, current social distancing requirements put in place may add new burdens on fire camps typically created to house fire fighters and first responders. The good news is that the available coronavirus vaccines are offering hope that health and safety are positively advancing in our communities and will unburden fire fighters and first responders during fire incidents.

This paper offers businesses and other entities lists of various measures they should consider taking to prepare for a wildfire as well as a number of associated issues, such as a flood due to parched ground condition, how to secure idle facilities, a checklist for Power and Generators, and a template for a table top exercise to test plans that have been put in place.

(1) Includes losses sustained by private insurers and government-sponsored programs such as the National Flood Insurance Program. Includes events that occurred through 2020. All fires on this list occurred in California. Includes Puerto Rico and the U.S. Virgin Islands. Ranked on losses in 2020 dollars. Subject to change as loss estimates are further developed. As of February 23, 2021.

(2) Adjusted for inflation by Aon using the U.S. Consumer Price Index. Source: Aon.

Recovery Overview

Comprehensive Business Continuity Management (BCM) planning is a vital component of seeking a successful recovery from a significant business interruption. BCM is comprised of four key components: emergency response (life safety), crisis management & crisis communications, information technology disaster recovery, and business unit continuity planning.

Before initiating substantive work on a BCM plan, it is prudent to outline a proposed schedule and budget to determine whether the strategies and tactics laid out are reasonable relative to established resource allocation parameters. In addition, any planning should account for the current COVID-19 conditions and safety protocols still in place in local jurisdictions. These considerations will influence the operational status of individual locations, availability of suppliers and vendors, as well as of employees assigned critical roles and tasks in crisis management, BCM, and disaster recovery. Furthermore, health and safety considerations should be integrated into plan development and implementation – ideally with the direct involvement of your organization’s designated pandemic coordinator, human resources, environmental health and safety director. The following checklist outlines some of the key parts of an enterprise-wide response and recovery process.

✓	Recovery Team
	Identify a primary and back-up Crisis Manager. Consider the work status (onsite vs. remote) of these designated individuals in light of current COVID-19 health and safety conditions and directives of the local jurisdiction.
	Identify primary and back-up Recovery Management Team Members. Develop a system to monitor their availability in light of current conditions with COVID-19 at their locations.
	Establish and notify employees involved in recovery and clarify roles.
	Communicate recovery action steps to all employees, including those continuing to work at your facilities and those involved in remote working arrangements.
✓	Risks and Hazards
	Identify natural-hazard, technological, strategic, and man-made events that may occur.
	Calculate the likelihood of occurrence for each event.
	Calculate the resulting possible negative impact on your facilities, people, and/or operations. Understand the impacts of potential damages to temporary partitions, shift scheduling and other work modifications to accommodate COVID-19 related social distancing requirements on workplaces.
✓	Alternate Location
	Locate and confirm an alternate recovery location and back-up location. Assess what measures may be needed to address new work requirements in areas still operating under COVID-19 health and safety protocols and restrictions.
	Develop relationship with recovery vendor (if appropriate), neighboring businesses, and PPE suppliers.
	Assess suitability of existing field locations for recovery.
	Set aside space for an emergency command center and ensure that it is equipped with necessary PPE for workers and provides adequate spacing for any social distancing measures as required under local government regulations, agencies, such as OSHA, and industry best practices.

✓	Communications
	Develop plan to communicate both internally and externally (including the media). Be prepared to reach workers operating remotely, temporarily at alternative facilities, furloughed workers who were expecting to be recalled, and temporary workers hired to address heightened seasonal or COVID-19 related demand.
	If able, contract with an Emergency Notification System vendor to aid in rapid internal communications. If unable create an employee phone tree and store copy(s) offsite. Maintain multiple contact information for each employee to ensure they can be contacted if their work status changes (i.e., facility-based, remote, temporary, COVID-19-related, furloughed, etc.) due to COVID-19 pandemic.
	Record and store external emergency contact information (electric, plumber, insurance, etc.). Ensure this information is readily accessible by key crisis and recovery team members working remotely.
	Determine plan for re-routing critical existing phone numbers to alternate locations. Verify the ability of those at alternative locations or working remotely to handle the new influx of calls.
	Ensure plan includes multiple methods of communication (text, email, satellite phones, cell phone, etc.).

✓	Employees
	Establish plan for emergency payroll.
	Develop password-protected page, email or a voice recording emergency communication system.
	Engage employees with disabilities in emergency planning. Engage and maintain contact with injured workers.

✓	Technology and Data
	Document technology hardware, software and licensing information.
	Develop technical recovery procedures to be followed in the event of an interruption.
	Determine and list individuals/vendors to manage technical recovery; be sure to have back-up support teams available in light of the pandemic. Conduct frequent checks on the status of these firms and experts in light of the COVID-19 pandemic.
	Determine source for back-up technical resources (Smartphones, PCs, servers, printers, etc.)
	Document critical data to be restored and back-up all data at off-site location.

✓	Operations
	Via a formalized Business Impact Analysis, identify & document critical business functions.
	Develop plan to restore critical business functions.
	Identify employees responsible for restoring each critical business function. Establish list of back-ups in event designated employees aren't available due to COVID-19 exposure or infection.
	Create senior-level crisis management plan (strategic analysis & decision-making).
	Develop plan for expedited financial decision-making and disaster cost tracking.
	Review insurance coverage and assure it is adequate for all possible disasters.

✓ Supply Chain
Identify key vendors based on criticality of service, information, &/or material provided.
Develop plan to communicate with key vendors and suppliers. Maintain contact with vendors and continually monitor their resiliency while still under the COVID-19 pandemic. Identify alternatives based on current COVID-19 conditions and its impact on their business and continuing operations.
List key clients, suppliers, and critical recovery contacts and store copy(s) offsite. Check this list against clients, suppliers and contacts in areas directly affected by COVID-19.
Survey key vendors and suppliers as to their response and recovery programming, including preparedness and response to COVID-19.
Investigate and, if appropriate, develop relationships with alternate suppliers in case primary vendors are unavailable.

✓ Safety
Assemble disaster recovery kit.
Create and exercise evacuation and shelter-in-place plans. Be sure all facilities are equipped with adequate supplies of hand sanitizers and PPE and that sanitizers are safely secured and stored in fire-protected locations.
Create an emergency shelter plan.

✓ Testing and Maintenance
Exercise the disaster recovery and business continuity plan. Include modules with scenarios where the disaster event is coincidental to the current COVID-19 pandemic conditions.
Conduct a post-exercise within 2 weeks of an exercise or actual incident while participants' memories are still fresh, and report results.
Communicate changes in plan, especially any and all modifications and special procedural requirements arising from COVID-19, to responsible parties (e.g., management, employees, vendors, customers).

Recovery Kit

A disaster, no matter how great or small, can be a hectic time in both your professional and personal life. Preparing several kits and making them easily accessible will help restoration procedures to begin immediately. This checklist will provide a breakdown of certain necessary items to initiate recovery. One of the primary functions of any recovery kit should be protecting the important records and emergency items in order to facilitate a smooth reconstruction of vital information and operations following any disaster.

Description	Included		Quantity	Task Assigned To
	Yes	No		
Business Continuity Plan Important Records				
Insurance Policies				
Inventory				
Vital records and equipment inventory				
Critical IT assets				
Contracts				
Employee Contact Information				
Key Vendor Contact Information				
Onsite Contractor Contact Information (Security, Construction, Cleaning and Maintenance)				

Operating System Installation Disks/Software Licensing Keys/Office Supplies				
Software installation downloads				
Software licensing keys				
Hardware serial numbers				
Stamps				
Writing utensils & notepads				
Stapler & staples				
Tape				
Printer paper				
Calculators				
Letterhead				

Sanitation				
Dust/filter masks				
Moist towelettes				
Plastic garbage bags				
Paper towels				
Hazardous/Infectious Materials Disposal (used COVID-19 masks, gloves, PPE)				

Description	Included		Quantity	Task Assigned To
	Yes	No		
Emergency Items				
Cash				
Water (one gallon per person per day)				
Map of the local area and directions to alternate location				
Three day supply of non-perishable food				
Flashlight				
Extra batteries				
First aid kit				
Whistle to signal for help				
Can opener for food (if kit contains food)				
Blankets				
PPE (protective face masks, goggles and gloves)				
Hand sanitizer				
Tools				
Duct tape				
Pocket knife				
Wrench or pliers to turn off utilities				
Screwdriver				
Lighter/matches (sealed in plastic bag)				
Grab & Go Kits for Employees				
Medications				
First aid kit				
Cash				
Emergency contact information				
Feminine hygiene products				
PPE (masks, gloves and goggles if appropriate)				
Hand sanitizer				

Wildfire Preparedness and Checklist

Impacts of a wildfire include, among other things, direct property damage, the cost of suppression and damage to personal property and natural resources. The severity of effects is directly related to the intensity and extent of the wildfire.

A wildfire is an unplanned, unwanted fire burning in a natural area, such as a forest, grassland, or prairie. As building development expands into these areas, homes and business may be situated in or near areas susceptible to wildfires. This is called the wildland urban interface. Wildfires can damage natural resources, destroy homes, and threaten the safety of the public and the firefighters who protect forests and communities.

Wildfires can occur at any time throughout the year, but the potential is always higher during periods with little or no rainfall, which make brush, grass, and trees dry and burn more easily. High winds can also contribute to spreading the fire. Your community may have a designated wildfire season when the risk is particularly high. Due to factors such as drought conditions, wildfire seasons may be longer in some years than others.

Below is a checklist of some actions to consider to help prepare your business for a wildfire event as well as to support the safety of the people within your organization. When a wildfire threatens your area, a priority to help protect yourself and your employees is to evacuate early to avoid being trapped.

✓	Before the Onset of a Wildfire
	Maintain gutters, downspouts, roof valleys and keep the 5-ft area around the building foundation free of pine needles, dead leaves and dropped debris such as tree limbs. This includes under decks.
	Invite local fire department to review the property for firefighting access and ideas on creating defensible space. Inquire if they are an NFPA Firewise USA Community.
	Keep an adequate number of appropriate fire extinguishers in strategic locations (such as near loading docks and waste collection areas) and maintain them properly.
	Train employees on how to use fire extinguishers correctly.
	Consider maintaining a water supply at your facility to control small fires until emergency personnel can arrive. You might install a water tank or install hoses and pumps to an existing pond, river or lake. Be sure the hoses are long enough and inspect them regularly. Train staff on how to use these hoses and operating pumps.
	If your business is located in an area subject to freezing temperatures, be sure that water outlets and pumps are protected.
	If your water pump uses electrical power, consider obtaining a gasoline- or diesel-powered pump or generator in case electricity is cut off during a fire. However, be aware of the risk of storing a large quantity of fuel. Use an appropriate storage facility that is protected against vehicle impacts and fire.
	Have appropriate tools, such as rakes, axes, saws, buckets and shovels, available to help control small fires while waiting for emergency personnel to arrive.
	Remove combustibles including high grass and non-irrigated landscaping from the area immediately closest to the building exterior walls (0-5 ft). If landscaping is replaced, use noncombustible materials (e.g., gravel, earth, hardscape).
	Close openings to the greatest extent possible: close louvers, doors, windows. Install noncombustible shutters if available.
	Shut off electrical power.
	Contact public fire service or private fire brigade if approaching fire is observed or imminent.
	Consider purchasing flame retardant gel/foam products and apply to any combustible building exterior walls.
	Close all windows and doors, but do not lock them. Turn off HVAC systems. Move all upholstered furniture and flammable drapes/curtains away from windows and doors. Evacuation orders will often be swift and accurate for affected areas. However, if unable to evacuate, stay inside and away from outside walls. Close doors, but leave them unlocked in case firefighters require quick access into your area.
	Shut off gas meters, pilot lights, and propane tanks.

✓	During a Wildfire
	Before evacuating remove all combustibles from a minimum 5-ft perimeter of important structures including trash cans, furniture, grills, flower pots/planters, storage, flags, etc. Clear wooden decks of all objects.
	Turn on battery-operated radio to get latest emergency information
	If your office roof is accessible by ladder, prop it against the building so you and firefighters have access to the roof.
	Mark your position clearly with anything that may signal rescue workers to your presence inside the building. This could be articles of clothing or bright colored material attached to the outside of your location.
	Close non-flammable blinds or window coverings. Turn on all lights in the building to increase visibility in heavy smoke.

✓	After a Wildfire
	Immediately check the roof, attic and exterior, put out any fires, sparks or embers (if accessible and safe).
	If there is no power, check to make sure the main breaker is on. Fires may cause breakers to trip. If the breakers are on and power is still not available, contact the utility company.
	Ensure emergency generator is running. If a rental generator is to be used, confirm delivery of rental generator and connect it to the generator power connection.
	ALWAYS contact 911 if any danger is perceived upon re-entry and contact local experts before finally moving back in.

✓	Your Employees
	Train your employees in general fire safety, especially for tasks with a high fire risk, such as welding and cutting, fueling vehicles, working with flammable liquids, etc. Also, train employees on the site wildfire emergency response plan and their roles in the plan.
	Teach employees about the importance of good housekeeping and grounds maintenance in preventing and controlling fires.
	Have an adequate number of appropriate fire extinguishers and maintain them properly.
	Train key employees in when and how to use fire extinguishers.
	Consider when and how to evacuate employees if a wildfire threatens.
	Establish an evacuation plan and keep it up to date.
	Hold evacuation drills regularly so all employees will know who is in charge and so that they become familiar with evacuation routes and routines.
	Make sure all employees can get out of the building, find shelter and communicate with a responsible person.
	Plan primary and secondary exits from your buildings. Consider how employees will escape if doors or windows are blocked by an exterior fire.
	Plan two evacuation routes out of your neighborhood. Consider how employees will evacuate on foot if roads are closed or impossible to use, such as if they are blocked by emergency personnel.
	Remember that ponds, lakes, rivers, and landscaping or swimming pools can serve as safety zones.
	Keep appropriate emergency supplies on hand, including flashlights, battery-powered portable radio, extra batteries, first-aid kit, manual can opener, non-perishable foods and bottled water. If designated employees will be working to protect the property, have appropriate clothing available, such as work boots and gloves, personal protective equipment and sturdy work clothes.
	Teach employees about wildfire risks and preparedness. Provide information to help employees protect their homes, too.
	If you are located in a wildfire area, consider advising employees to keep personal disaster supplies and copies of important documents at work in case they need to evacuate from work without being able to get home.

Flood Preparedness and Checklist

Flooding may occur in areas susceptible to wildfire. Generally, in the event of a wildfire, the ground is very dry and when rain occurs, it can often lead to flash flooding due to the compact nature of soil and surfaces. Some area flooding may also occur as a result of efforts to extinguish a wildfire. In addition, many areas that have experienced wildfires may be more susceptible to flooding during storms and rainy seasons that follow due to lack of vegetation that otherwise would have absorbed the excessive water. Commercial facilities may be more likely to flood than burn down, so it is vital to prepare now.

The following checklist will help keep your business afloat in a time of crisis. Many businesses have found that they may be able to save between 20% and 90% on the cost of stock and movable equipment by taking action to prepare in advance of flooding. The following resources and tools will help mitigate your risk and protect not only your business but also the most critical element of your business – your people.

✓	Before the Flood
	<p>Establish an evacuation plan that includes specific evacuation procedures, including routes and exits. Review disaster recovery plan with team, and key employees.</p> <p>Incorporate the impact of any operations and workforce modifications arising from COVID-19 that may be present at your facilities, such as an increase in temporary workers, changes to or increases in shift schedules, increase in numbers of employees working remotely or on modified schedules, as well as workers not yet vaccinated or are impacted by COVID-19 exposure or infection.</p> <p>Consider the potential increase in construction contract workers at your facilities for the installation of COVID-19 related safety partitions or modified workspaces.</p>
	Take all necessary steps to prevent the release of dangerous chemicals that might be stored on your property, including highly combustible supplies of hand sanitizer - locate main gas and electrical shut-offs and anchor all fuel tanks.
	Postpone any receipt of goods -- deliveries, couriers, etc.
	Contact insurance broker, discuss policy, engage with a restoration contractor etc.
	Establish emergency communication method (Alert Notification System, phone tree, etc.); identify meeting place and time for all key employees in Crisis Management Team, and ensure location has been modified or retrofitted as appropriate to accommodate any social distancing requirements, as well as equipped with adequate supplies of PPE and hand sanitizers; create voicemail for when evacuated, or out of office, etc.
	Update disaster recovery kits and begin crisis backup procedures.
	Maintain accurate inventory of product on site.
	Use plugs to prevent floodwater from backing up into sewer drains, or install flood vents/or flood proof barriers.
	Stay tuned to local media & community messaging.
	Raise elevators to the 2nd floor and turn off. Move valuable records and equipment to the second floor.
	Consider your business phones and redirection to cell phones, an answering service, or Google Voice.
	Unplug electrical items before leaving.
	<p>Ensure that your staff are familiar with the key flood terms:</p> <p>Flood Watch - Flooding is possible. Tune into NOAA Weather Radio, commercial radio, or television for information.</p> <p>Flash Flood Watch - Flash flooding is possible. Be prepared to move to higher ground; listen to NOAA Weather Radio, commercial radio, or television for information.</p> <p>Flood Warning - Flooding is occurring or will occur soon; if advised to evacuate, do so immediately.</p> <p>Flash Flood Warning - A flash flood is occurring; seek higher ground on foot immediately</p>

✓	During the Flood
	Life safety is paramount.
	Begin next phase of your business continuity plan.
	Send non-critical staff home.
	Stay tuned to local media -- evacuate when required.
	Take cell phones, charger, critical hardware, and emergency kits with you.

✓	After the Flood
	Listen for news reports to learn whether the community's water supply is safe to drink.
	Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage - water may also be electrically charged from underground or downed power lines.
	Be aware of areas where floodwaters have receded, roads may have weakened and could collapse under the weight of a car.
	Clean and disinfect everything that got wet, mud left from floodwater can contain sewage and harmful chemicals.
	Implement disaster recovery plan, and monitor local authorities' communication.
	Contact employees via determined method of communication and discuss next steps.
	Contact your insurance broker and your restoration contractor.

✓	Your People
	Ensure you have an emergency communication plan in place prior to the storm, evacuation, or threat.
	Have all employees, vendors, and client contact information on hand.
	During evacuation have a central point of contact for all employees, and ensure you know where your employees are located, especially in light of any modifications in work arrangements made to address issues and requirements arising from the COVID-19 pandemic.
	Following the flood, notify all critical people of next steps, based on damage.

Vehicle Operation in Flood Conditions

The following are important points to remember when driving in flood conditions:

- Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.
- A foot of water will float many vehicles.
- Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUVs) and pick-ups.

Power and Generator Checklist

In forested areas prone to wildfires during dry seasons or under severe drought conditions, utilities may use planned regional shutdowns of electrical power to reduce the likelihood of a wildfire event. Furthermore, nearly all businesses will lose power, at least for a period, following a catastrophic event, such as a wildfire, flood or earthquake. Since every organization has different power needs, it is important to know and understand your risk as well as your building’s power requirements. The following checklist highlights some of the steps that should be taken in order to help effectively recover from any power outage.

✓ Before a Power Outage Ensure your emergency preparedness kit includes the following items:
Train employees on how to use fire extinguishers correctly.
Flashlights with batteries.
Battery or hand-crank powered Emergency Weather Radio.
Avoid candles due to the inherent fire hazard.
Cell phone chargers and battery chargers, including multiple cords for different phones.
If possible, have a land-line, non-cordless telephone in your office that does not operate on a VOIP network. Often a fax line can serve this purpose.
Create a personnel policy that dictates which staff members should report and those that should remain home. Make sure all employees are aware of the policy.
If security at your location is a concern, ensure that your alarm/security systems have proper battery backup systems, and that telephone connectivity to your monitoring service isn’t reliant on power.
Ensure all sensitive electronic equipment is protected by a power strip surge protector.
Ensure all Uninterruptible Power Supply (UPS) devices are functional and tested regularly.
Inspect all critical equipment such as sewer ejector pumps, HVAC condensate drain pumps, and any pumps that provide protection from flooding in low-lying areas. Ensure those pumps are part of the emergency power plan.
Fuel up any critical equipment including company vehicles, back-up generators, etc.; fill any spare gas cans in the event of a prolonged outage and resulting gas shortage.
If your business is located in an area subject to freezing temperatures, be sure that water outlets and pumps are protected.
If your water pump uses electrical power, consider obtaining a gasoline- or diesel-powered pump or generator in case electricity is cut off during a fire. However, be aware of the risk of storing a large quantity of fuel. Use an appropriate storage facility that is protected against vehicle impacts and fire.
Have appropriate tools, such as rakes, axes, saws, buckets, and shovels, available to help control small fires while waiting for emergency personnel to arrive.

✓ Get Expert Advice	
	Contact a local certified electrician or restoration contractor to assist in determining your power needs.
	Work with your electrician to make a list of all items that would need to be powered by a generator or other alternate power source. Consider: <ul style="list-style-type: none"> - Power needs for cooling equipment in server rooms and other sensitive equipment areas. - If exterior lighting or HVAC Systems are part of the recovery plan, how are those needs different and how are they part of the plan? - Record the starting and running wattage required for each item on the list.
	In order to better facilitate emergency power requirements, be sure to ask your electrician the following questions and note the information for future use: <ul style="list-style-type: none"> - What phase is your electrical service? Single or Three Phase? - What voltage is your service? 208v, 240v or 480v? - Is your power requirement for a Wye or Delta generator? - How many amps do you need to power? - What size generator is required? - How many feet of cabling are required to power the generator?
	Does your building have a power transfer switch? If no transfer switch has been installed, you will need to consider options – hardwire or spider box?
	Determine where a generator should be placed on premises, particularly in a multi-tenant building.
	Determine how you will recover from different power outage scenarios. Consult a business continuity partner that can walk you through your options. Will you always just need a generator, or should you consider a full mobile office recovery?

✓ During a Power Outage	
	Turn off and unplug all electrical equipment to avoid damage from power spikes when electrical service is resumed. Leave one light turned on so you'll know when the power comes back on.
	NEVER run a generator inside or connect a generator to the electrical system unless prior steps have been taken to ensure it is safe to do so.
	Ensure you know your generator's fuel consumption rate and set up regular fuel deliveries ahead of time to ensure you never run out.
	Do not touch any downed electrical power lines and keep your employees away from them. Report downed lines to the appropriate officials in your area.
	Leave doors closed on office refrigerators and freezers as much as possible during outages. Food will keep much longer if the doors are left closed.
	Make sure the generator you receive includes the following: <ul style="list-style-type: none"> Transportation to your building site The appropriate amount of Cam Lock Cabling (standard is 250' unless more is requested) Pigtails to connect the generator Starter fuel for the first few days of recovery A set of operating instructions A walk through of the basic operating instructions with your vendor
	Follow these steps to prevent generator theft: <ul style="list-style-type: none"> Place the generator in a well-lit area Install security cameras at the generator site Consider running a metal ring into the ground and securing the generator with a chain If you have to store the generator on its trailer, secure the trailer by chaining the wheels, defensive parking (surrounding with other cars, etc.), and removing the hitch Chain or padlock the generator to other heavy equipment

Securing Idle Facilities

In the event that your location is evacuated by authorities, there are simple steps that you should take to help ensure that facilities are protected to the extent possible. These facilities that will be idled temporarily still require many of the property loss protection measures as if they were functioning under normal conditions.

✓ GENERAL MEASURES	
	Check all entrances to assure that locks, hinges, frames, doors and windows are in good repair. This should include skylights, roof hatches, fences and gates. Pay attention to openings leading to areas having large quantities of combustibles. Emergency exits should be secured to prevent outside entry
	If former employees have had access to keys to any entrances or sprinkler control valves, the locks should be rekeyed.
	Deactivate employee card readers to provide access to the site for all employees who have been laid off or furloughed.
	The buildup of trash, soiled work rags and other combustible debris should be removed.
	Dumpsters, trash cans and any combustible trash should not be stored against buildings or under canopies. Security guards, maintenance personnel and any others who will have relatively unsupervised access to the facility should be carefully chosen.
	Security personnel should be closely supervised and be included in any planning exercises.
	Records should be audited periodically to reduce the risk of incendiarism from someone with relative freedom throughout the property.
	Keep fire sprinkler protection in service.
	All sprinkler control valves larger than 1.5 in. (40mm) or controlling more than five sprinklers should be locked in the wide-open position using sturdy locks, chains, or other security devices resistant to breakage except by bolt cutters. Breakaway or combination locks should not be used.
	The exterior of the buildings and the adjacent grounds should be maintained.
	Any boilers, air tanks, or pressure vessels where the jurisdictional inspections are due during this closure should be conducted and operating certificates obtained. Any code violations should be addressed immediately.
✓ BACKUP POWER SUPPLIES	
	Prior to leaving the site ensure that the backup generators will start.
	Maintain and ensure that your video surveillance equipment is operating and can be viewed remotely if applicable.
✓ EXTERNAL SECURITY	
	Maintain and illuminate the exterior and entrances.
	Use motion-activated lighting near doors and windows.
	Do not allow signs to block the view of the building.
	Many buildings have basement entries that are hidden from view. These should be secured with locking ground-level doors.
	Ladders, external stairways and fire escapes allowing access to roof should be secured.

✓	INTERNAL SECURITY
	Maintain all burglar and fire alarm systems.
	Keep and update your current list of all individuals that have access to keys and change locks periodically.
✓	COMMUNITY AWARENESS AND COOPERATION
	Appoint a person to be a liaison with law and fire officials.
	Work with law enforcement officials to educate remaining staff on recognizing unusual activities.
✓	INVITE FIRE DEPARTMENT TO TOUR SITE
	Conduct a pre-fire planning session to coordinate emergency action plan in the event of a fire at the facility.
	Familiarize fire department personnel with sprinklers and alarms that are in service. Ensure that they have contact details of key personnel.
	Make sure the fire department has keys for easy access or knows where to meet your staff.

Table-Top Exercise

Exercising a plan is a key step in preserving a viable recovery plan. One popular way of starting a testing program is a table-top exercise. This approach is cost-effective and focuses on your employees and their specific recovery tasks. This checklist will guide you through steps and suggestions to plan and facilitate a successful table top exercise.

✓	Item	Description
	Identify team for table top exercise	Be sure key decision makers are involved, whether they are participants, or their absence is written into the scenario.
	Establish a crisis command center	The location of the table top exercise - conference bridges are recommended for remote parties to dial into. All information gathered will also be stored in this location.
	Log all activities	Appoint a scribe to document actions and open items for later review.
	Determine scenario	In doing so, be creative but practical. Take your risk assessment into consideration, and consider what will be appropriate based upon time allotted for this exercise.
	List assumptions	This includes closed roadways, key personnel that are absent, extent of damage and outages, expected duration of outages, etc. Include complications that could arise from the current COVID-19 health and safety protocols and conditions in the cities and states where your facilities are located.
	Rules for the exercise	Clearly define which actions will be taken vs. assumed since there isn't time to do each step in real-time that would be taken in a recovery.
	Split the scenario into sessions	Make these time-appropriate for the overall time of the exercise. After each session the participants/observers will review and document what was learned. With each session you can pose a new list of assumptions.
	What critical business functions were affected?	From the assumptions, the participants should identify which functions are crippled, and how to meet recovery time objectives for each function. This will assist in prioritizing what functions to recover first.
	Vendors	Will your third party vendors: phone service, IT, data back-up facilities, onsite construction, maintenance and cleaning contractors, etc. be involved in this exercise? If so, make sure you provide them with adequate notice related to their responsibilities in the exercise. If not, write into the rules how vendors will be simulated.
	Time frame	At the beginning of each session, clearly define the number of hours participants have to work on each session as well as how much time passes in 'exercise time' compared to 'real time'.
	Talking points for each session	After each session and list of assumptions is presented, have your team(s) ask/answer these questions: <ul style="list-style-type: none"> - What should happen now? - What do we know at this point? - What decisions do you have to make? - Who and how do we need to contact? - What documents / information are available to you? - What are the next steps?
	Post exercise review	Once you have completed the exercise, conduct a review before dismissing participants. Consider these questions: <ul style="list-style-type: none"> - Did this exercise confirm actions required at each phase of the crisis timeline? - Did this exercise identify procedures for escalation and the declaration process during a crisis? - Were all gaps, new ideas, and recommendations for improvement identified and recorded?
	Next steps	Build on what you've learned by making appropriate changes and clarifications to your written plan. Establish a date to complete another testing exercise. It is recommended that you minimally test your recovery plan on an annual basis.

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Aon plc (NYSE:AON) is a leading global professional services firm providing a broad range of risk, retirement and health solutions. Our 50,000 colleagues in 120 countries empower results for clients by using proprietary data and analytics to deliver insights that reduce volatility and improve performance.

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